

State of Alaska

Cigarette Tax Stamp Order Form

Instructions

General Instructions

The Alaska cigarette excise tax authorized by AS 43.50 must be paid through the use of cigarette tax stamps. Cigarette tax stamps are required to be affixed to packages of cigarettes before sale or distribution in the state. Form 04-620 is used to purchase cigarette tax stamps. You may order stamps more than once during any month. This form must be completed each time you order tax stamps. You may also designate someone to order and possess cigarette tax stamps on your behalf by completing Form 04-625 and filing it with the Tax Division.

Specific Instructions

Line 1. Cigarette tax stamps are available in three denominations, 20 cigarettes per pack and 25 cigarettes per pack for PM cigarettes and 20 cigarettes per pack for NPM cigarettes. The 20 cigarettes per pack stamps are available for machine application in rolls of 15,000 and for hand application in lots of 150. The 25 cigarettes per pack stamps are available only for hand application in sheets of 150. Stamps may not be ordered in quantities smaller than 150.

PM cigarettes are cigarettes manufactured by those companies that signed the tobacco master settlement agreement. NPM cigarettes are cigarettes manufactured by those companies that did not sign the tobacco master settlement agreement. A list of PM and NPM cigarettes approved for sale in Alaska can be found on our website at www.tax.alaska.gov/programs/programs/index.aspx?60170

Line 2. Enter the number of rolls, lots, and sheets you wish to purchase.

Line 3. Multiply the number of rolls, lots, and sheets indicated in line 2 by the number of stamps identified in line 1. Enter the product here. This is the total number of stamps you wish to purchase with this order.

Line 5. Multiply the total numbers of stamps on line 3 by

the value of each stamp indicated on line 4.

Line 6. Add the amounts in all columns from line 5 and enter the sum here. This is your total cigarette tax due on this purchase of cigarette tax stamps.


Line 7. Enter the amount of tax you have paid or are paying with this order. If you are approved for a deferred payment plan and will be making a deferred payment for this order, enter zero here. Otherwise the amount you have paid or are paying must equal the tax due as calculated on line 6.

Filling Stamp Orders

Stamp orders received before 10:00 a.m. AST will be filled on the same day if you have been pre-approved to purchase tax stamps under a deferred payment plan. Otherwise, stamp orders will be filled once verification of funds has been received by the Department. In all cases, stamps will be available for pick-up or mailing between the hours of 3:00 p.m. and 4:30 p.m. daily. Orders received after 10:00 a.m. will be available for pick-up between the hours of 3:00 p.m. and 4:30 p.m. the next business day. *Under no circumstances will stamp orders be filled on a walk-in basis.*

Payment for Cigarette Tax Stamps

Payment for cigarette tax stamps is due at the time the stamps are ordered unless you have been approved to purchase cigarette tax stamps on a deferred payment basis. You may request to pay under a deferred payment plan by posting a bond and completing Form 04-623, Application to Purchase Cigarette Tax Stamps on Deferred Payment Basis. If approved for deferred payment, payment is due by the end of the month following the month in which you purchased the tax stamps. Remit payment with your monthly tax return, Form 04-522. If the amount due on the return is \$100,000 or more, you are required to make a payment using our free Tax Online Payment System (TOPS) or wire transfer or in accordance with 15AAC 05.310).



If you are not approved for deferred payment, payment must be made by certified or cashier's check, postal money order, cash, TOPS or wire transfer.

If you have been an Alaska cigarette taxpayer for more than five years and have an exemplary filing and payment history and the amount owed is under \$100,000, you may use a company check to pay for stamps. For all other taxpayers, stamp orders will not be filled until funds have been verified. Depending upon your method of payment, this can take as long as two weeks. If you are paying for cigarette tax stamps at the time of purchase and the amount due is \$100,000 or more, you are required to make an payment using TOPS or wire transfer or in accordance with 15 AAC 05.310.

Tax Online Payment System (TOPS)

You must be an existing taxpayer with the Tax Division to make payment using TOPS. If you are a first-time taxpayer, contact the Tax Division at (907) 465-2320. Go to www.Tax.Alaska.Gov for information and to access TOPS

TOPS is an Automated Clearing House (ACH) debit system. Some companies have a debit block on their bank account. If your bank account has an ACH debit blocker, your TOPS payment request will be rejected by your bank.

If your bank account has a debit block, or you suspect that is does, contact your bank to register the State of Alaska as an authorized ACH debit originator before making a payment through TOPS. The company ID Number for the Alaska Department of Revenue is 0000902050. Rejected payments may result in penalties and/or interest.

TOPS does not accept ACH credit or credit card transactions. For more information, contact your financial institution or the Tax Division at (907) 465-3776.

Wire Transfers

Notify the Treasury Division by fax at (907) 465-4019 or email at cashmgmt@revenue.state.ak.us regarding a wire transfer by 2 p.m. on the business day prior to the wire transfer settlement date. Provide taxpayer name, EIN, license number (if applicable), tax type, tax period, payment amount, date of transfer and contact telephone number in the fax or email for proper identification of the payment.

For account information required by your bank to initiate a wire transfer of funds for tax payments, please contact:

Alaska Department of Revenue
Tax Division
PO Box 110420
Juneau, AK 99811-0420
Phone (907) 465-2321
Fax (907) 465-2375

Failure to notify the Tax Division as required can result in a delay in filling your stamp order.

Shipping Cigarette Tax Stamps

Cigarette tax stamps must be picked up at the Tax Division's Anchorage office at 550 West 7th Avenue, Suite 500 by the licensee or the licensee's agent or designee. Alternatively, the licensee may request that the stamps be shipped or transported in a manner specified by the licensee by completing Form 04-621 and filing it with the Tax Division prior to ordering stamps. The licensee is responsible for all costs incurred to ship stamps and bears all risk of possible loss or damage while the stamps are in transit. *A refund or credit will only be given for lost or damaged stamps if the shipping company substantiates the loss or damage and damaged stamps are returned to the Department.*

Signature

Form 04-620 must be signed and dated by the licensee or the licensee's designee. Unsigned forms will not be accepted.

Where to Send Form 04-620

Form 04-620 may be mailed or delivered to the Department of Revenue Tax Division 550 W 7th Avenue Ste 500 Anchorage AK 99501. It may also be faxed to 907.269.6644.

Questions

If you have questions about this form, please contact the Tax Division at 907.269.6620.

